



## CITY OF HILLSBORO HILLSBORO ARTS & CULTURE COUNCIL AGENDA Wednesday, February 27, 2013

**4:00 PM**  
**Walters Cultural Arts Center**

**Public Meeting**  
**527 E Main Street**

*Assistive Listening Devices (ALD) and sign language interpreters are available, at no cost, and can be scheduled for this meeting. Please provide at least 72 hours notice prior to the meeting. To obtain these services, call (503) 615-3497 or TTY (503) 681-6284.*

- |      |   |                         |
|------|---|-------------------------|
| 4:00 | <b>Call to Order &amp; Welcome:</b><br>Chair: Elizabeth Oberlin   | <i>Oberlin</i>          |
| 4:05 | <b>I. Approval of the Minutes:</b><br>January 23, 2013  | <i>Oberlin</i>          |
|      | <b>II. Reports and Presentations</b>  |                         |
| 4:07 | <b>A.</b> Report on Refreshments – Chinese celebration of the Lunar New Year                            | <i>Otani</i>            |
| 4:10 | <b>B.</b> Special Guest: Chris Hartye, Project Manager  | <i>Caravaca</i>         |
| 4:30 | <b>C.</b> Report on Hillsboro Arts & Culture Summit   | <i>Chapin</i>           |
| 4:40 | <b>D.</b> Update on Endowment   | <i>McKenna/Scheller</i> |
| 4:50 | <b>E.</b> Report on Hillsboro Community Arts  | <i>Caravaca</i>         |
| 5:00 | <b>F.</b> Report on Professional Development Workshops  | <i>Chapin</i>           |
| 5:10 | <b>G.</b> Update on selected design for Jackson Bottom Gate and Gordon Faber Recreation Complex         | <i>Otani</i>            |
| 5:30 | <b>H.</b> Update on HYAC Art Competition & Show   | <i>Chapin</i>           |
| 5:35 | <b>I.</b> Report on the Creative Hillsboro Project  | <i>Otani</i>            |
|      | <b>III. Old Business:</b><br>None Scheduled   |                         |
| 5:45 | <b>IV. New Business:</b>  |                         |
|      | <b>A.</b> Consider approving the formation of a selection panel for the Community Arts & Culture Grants | <i>Chapin</i>           |

**V. Other Business:**

None Scheduled

5:50 **VI. Announcements and Information Items:** *Oberlin*

- A.** HACC Professional Development Special Event:  
Washington County Arts & Culture Grants Panel,  
Thursday, March 7, 4 – 6 pm, FREE
- B.** HACC Workshop – Funding Your Bliss: Strategies for  
Individual Artists, with Dmae Roberts, Wednesday,  
March 20, 4 – 7pm, \$25
- C.** HACC Community Arts & Culture Grant application  
due date is March 29, at 5 pm.
- D.** Media Articles:  
“Hillsboro arts grant brings circus-arts professional  
Michael O'Neill to teach theater to youth at Swallowtail  
School,” *Oregonian*, January 28, 2013  
“Gigi Rosenberg teaches grant writing workshop, part of  
the Hillsboro Arts & Culture Council series,” *Oregonian*,  
February 1, 2013  
“Artist Devin Laurence Field commissioned to create  
large public artwork for the new Hillsboro stadium,”  
*Oregonian*, February 7, 2013  
“Hillsboro's support for artists is transforming the city  
into an Oregon arts hub,” *Oregonian*, February 14, 2013  
“Final design for public art at Hillsboro baseball ball park  
to be unveiled, approved on Tuesday,” *Oregonian*,  
February 25, 2013  
“Joint concert is a product of these conductors' woven musical  
past,” *Oregonian*, February 27, 2013
- E.** Open time for HACC member announcements

5:55 **VIII. Meeting adjourned.**

**HILLSBORO ARTS & CULTURE COUNCIL  
REGULAR MEETING  
MINUTES  
January 23, 2013 – 4 PM**

**Call to Order and Welcome 2012 Hillsboro Arts & Culture Council**

**Chair BJ Jeddelloh called the meeting to order at 4:00 PM.**

**HACC members present:** Chair BJ Jeddelloh, Vice Chair Elizabeth Oberlin, Carol Loughner, Lynn Scheller, Debby Garman, Bernd Kuehn, Cindy Dauer, Deborah Clarke

**HACC members absent:** Julie Wilson, Marilyn Helzerman, Mitch Dickinson, Jodi Nielsen, Doug Sellers, Marcia Arganbright

**Staff present:** Michael Brown (City Manager), Wayne Gross (Parks and Recreation Director), Cristina Caravaca (Cultural Arts Program Manager), Maggie Chapin (Cultural Arts Program Supervisor), Katrina Hill (Cultural Arts Facility Supervisor), Valerie Otani (Public Arts Program Supervisor), Gail Waibel (Recorder)

**Visitors:** Janel McKenna (HFC Director of Advancement), Andrew Theen (Reporter, Hillsboro Argus/The Oregonian)

**I. Approval of Minutes**

November 28, 2012 – Regular Session. Motion by Garman, seconded by Clarke, to approve the minutes as presented. The motion passed by unanimous vote.

**II. Appointments and Presentations**

**A. Recognition of new officers**

Chair Jeddelloh recognized incoming Chair Elizabeth Oberlin and Incoming Vice-Chair Carol Loughner. Chair Jeddelloh thanked HACC members and staff for their service to HACC.

**B. Presentation of new members**

Chair Jeddelloh introduced each new member and gave a brief bio of their interest and involvement in Arts and Culture. The new members were welcomed to HACC.

Newly appointed officers are Ed Arrington (3-year term); Anita Menon (3-year term); Christine Martell (2-year term); Barbara Mason (2-year term); and Bryan Welsh (3-year term)

**C. Recognition of former members**

Chair Jeddelloh and HACC members thanked outgoing members Jodi Nielsen, Marilyn Helzerman and Julie Wilson expressing appreciation for their service on HACC. She also noted Mitch Dickinson's appointment to the HACC had been terminated by Mayor Willey due to lack of participation.

**III. Meeting adjourned.**

The meeting of the 2012 HACC was declared adjourned at 4:09 PM.

### **Call to Order and Welcome 2013 Hillsboro Arts & Culture Council**

**Chair Elizabeth Oberlin called the meeting to order at 4:10 PM.**

**HACC members present:** Chair Elizabeth Oberlin, Vice Chair Carol Loughner, BJ Jeddeloh, Lynn Scheller, Bernd Kuehn, Deborah Clarke, Cindy Dauer, Debby Garman, Anita Menon, Barbara Mason, Bryan Welsh, Ed Arrington

**HACC members absent:** Doug Sellers, Marcia Arganbright, Christine Martell

**Staff present:** Michael Brown (City Manager), Wayne Gross (Parks and Recreation Director), Cristina Caravaca (Cultural Arts Program Manager), Maggie Chapin (Cultural Arts Program Supervisor), Katrina Hill (Cultural Arts Facility Supervisor), Valerie Otani (Public Arts Program Supervisor), Gail Waibel (Recorder)

**Visitors:** Janel McKenna (HFC Director of Advancement), Andrew Theen (Reporter, Hillsboro Argus/The Oregonian)

#### **I. Call to Order & Welcome**

Chair: Elizabeth Oberlin

Chair Oberlin called the meeting to order and stated the first order of business would be Agenda Item II.D, Discussion of City budget allocation to Bag & Baggage productions. For discussion, see Agenda item.

#### **II. Reports and Presentations:**

##### **A. Report on Refreshments**

Otani noted pecan pie was being served to celebrate the Martin Luther King Jr. National Holiday. Otani stated that pecan pie has been reported to be King's favorite food.

##### **B. Update on Endowment**

Scheller reported the \$25,000 seed funds to launch the Endowment have been raised. The agreement between HFC and HACC is being finalized and the Endowment set up. A donor appreciation event will be held on the following Friday to thank those contributing the initial Endowment Fund. The donor reception will be held at the Arts Center at 6 pm followed by a concert at 7:30 pm in the theater. Scheller invited all HACC members to attend. Scheller said the real work of the Committee will now begin and there is excitement in the community. Claudia Stockton and Marilynn Helzerman have joined the Endowment Campaign Committee as community members along with remaining HACC members Scheller, Jeddeloh, Oberlin and Loughner and Clarke.

Janel McKenna congratulated the Endowment Campaign Committee indicating they are off to a good start. Currently, HCF is exploring the Endowment with other organizations, individuals and businesses in town. HCF will give a presentation to the 2020 Vision Implementation Committee. The Endowment website will be on-line in early February and will include a link to make a contribution. There will be a HCF newsletter coming out with information on charitable deductions.

##### **C. Update on Arts Summit**

Chapin presented the update on the Arts Summit scheduled for February 21 with a focus on "Building Community for the Present and Future". Chapin said the response to the upcoming summit has so far been the best ever. She talked about some of the fun things planned for the evening and urged all HACC members to attend. HACC members who are available to participate will serve as ambassadors. A sign-up sheet was passed around and a follow-up email will be sent with the scheduled assignments for

ambassadors. Caravaca noted the Summit was free to the public to attend; the only charge is a table fee if organizations are interested hosting a table at the event. The table fee is \$40 and 19 organizations have already reserved their tables. Postcards were distributed for advertising this year's Summit.

**D. Discussion of City budget allocation to Bag & Baggage Productions (Recorder's note: This item was discussed first on the agenda.)**

Chair Oberlin welcomed City Manager Michael Brown to the meeting and thanked him for coming for the discussion of the City budget allocation to Bag & Baggage Productions

City Manager Brown thanked HACC for the opportunity to address HACC in regard to the City's budget allocation to Bag & Baggage Productions. Brown began by stressing City Council's strong support of arts and culture. He said the City Council process for granting funding requests is different from HACC's funding process. He noted other arts and culture organizations that have applied for and received funding through the City budget. These organizations include Hillsboro Artists' Regional Theatre (HART); Sequoia Gallery & Studios; Hillsboro Community Foundation (HCF) and Washington County Museum (WCM). Funding relationships between local governments and non-profit arts organizations are commonplace throughout the State of Oregon. He noted examples of other cities in the area supporting arts. Brown referred to the space occupied by the Washington County Museum in the Civic Center, stating this is a 15-year rent free agreement. Locating the Museum in the Civic Center will bring activity to downtown. Brown stressed the City Council has identified downtown as a revitalization area with a strong focus on arts as an economic draw for inside and outside the City.

The criteria and benefits the City Finance Committee identified as a basis for funding include the location of Bag & Baggage in the downtown area as a positive economic impact from cultural tourism and people patronizing local businesses. Press coverage along with reviews was also cited as benefits. The Finance Committee recommended Bag & Baggage provide annual information about these economic impacts to downtown in a report to the City Council if they granted funding. (A copy of the staff report was included in the meeting packets.)

Brown indicated Scott Palmer, Bag & Baggage Artistic Director, approached City staff about 9 months ago in regard to a funding request. Brown discussed with City Council to find out if they were interested in having Bag & Baggage come forward with a request. The general consensus had been the Council would like to see a proposal from Bag & Baggage. The request was submitted and it went through the process of review by Finance Committee and forwarded to City Council with a recommendation for approval.

City Manager Brown apologized to HACC if anyone was offended due to this process and assured HACC that none of this additional funding was coming from HACC's budget. The funding approved for Bag & Baggage is from City funds and approved by the City Council. Brown said he hopes the grant of funding is not seen as taking away from HACC. He also stressed this was another way of embracing the arts and continuing arts funding.

City Manager Brown spoke briefly on the issue of public art for the community which is continuing to struggle to find funding. He said the City is attempting to work with developers and discussion is occurring about additional contributions for public art.

Discussion followed in regard to clarifying the role of HACC in the City's decisions to fund arts and culture organizations. The question was asked if arts organizations wanted more funding, how would they know when to come to City Council or to HACC? Brown replied that he didn't know how they

could know and it isn't typical to look at one item mid-year in the budget. Brown said he didn't know if there is a clear process for going back to HACC when it is appropriate. HACC member comments indicated they wanted fairness and openness and would like a process in place for clear direction when a request comes up for funding; including criteria for eligibility, what information is needed in the request, and where the request should be submitted. Brown agreed that there needed to be increased communication and indicated he had not known there were concerns about the issue. He stressed the City does not want division between departments and will have more conversations with HACC staff. He reiterated that the Bag & Baggage request was focused on the downtown economic area. Brown also responded to the question of annual funding for Bag & Baggage, and he responded that this approval is a "one time" contribution. Any further funding requests must go through a process with City Council.

There was extensive discussion regarding how other arts groups struggling to keep open can approach the City Council in a similar way to Bag & Baggage. It was suggested that if this happens it should be in cooperation with HACC as part of the conversation. HACC indicated there may be other groups that the City Manager was not privy to that may want a preliminary conversation about funding. Brown responded the City receives lots of requests. There was lots of information gathered regarding Bag & Baggage and also for other organizations. Caravaca noted Palmer made calls and did research. She stressed the issue is "what steps" are necessary for City Council's funding of non-profit organizations; the funding being discussed is a win for everyone but the process needs review. It was stressed that HACC can help City Council out by sharing information about organizations requesting funding.

There were additional comments regarding the impact on economic development in the downtown area and Brown reiterated a factor in approving the request from Bag & Baggage was their ability to draw from outside the area into the downtown. The City wants to keep this draw going economically. There are a lot of newspaper articles about the downtown and they want to keep this positive buzz going in the downtown area.

Brown also reiterated that the allocation to Bag & Baggage is a one-time contribution and any further allocations would need to go through the upcoming budget process which has started for the 2013-14 Fiscal Year. Any organization may ask for funding from the Community Services allocations, though these are usually grants to community service groups. There is a process in place to consider those requests. The question of the process to request funding from Economic Development funds for the downtown area came forth. Brown replied requests for funding from the Economic Development Budget would go on the Budget Committee agenda after being approved by the Economic Development staff.

Chair Oberlin indicated it sounded like discussion to carry on the conversation was accomplished and it was good to have the City Manager devoted to the arts. Oberlin thanked Brown for attending the meeting.

**E. 2<sup>nd</sup> Quarter Budget Report**

The second quarter report for October 1-December 31, 2012 was included in the HACC packets. Chapin reviewed the report indicating HACC is on target for the budget. There were some brief questions and comments.

**F. Report on Social Media Workshop**

Hill reported on the workshop on "Social Media: Communities of Engagement" with Ash Shepherd, held January 10, 2013. The workshop focused on building and managing communities. The workshop was

well received and Shepherd presented good tools for measuring successes and gave great examples. There were 20 participants. The overall rating was good. There were some new organizations attending from both the local community and around the region.

The next workshop is scheduled for February 7, 2013 on "Grant Writing for Success: Tools & Techniques" with Gigi Rosenberg. Twenty people have signed up. HACC received notice from Eva Calcagno, Cultural Coalition of Washington County that the Coalition has purchased four scholarships to offer for attendance to the HACC workshop.

**G. Update on Public Art**

Otani presented a PowerPoint showing the ongoing public art projects in process for the City. The projects included Jackson Bottom North Gate; the Gordon Faber Baseball Stadium; the rotating Art Exhibit in the Civic Center Auditorium; and purchase of the printed photos for the Mayor to give as gifts representing Hillsboro. Wayne Gross, Parks and Recreation Director said the Parks Department will ask for additional funds for Public Art in the 2013-14 budget. He noted the City Council is looking at "Gateways" to the City and the addition of public art to the City entrances. City Manager Brown reiterated that the Council is a big supporter of art and hopes to get money for public art in the budget process.

**H. Update on Community Arts & Culture Grants**

Chapin reported the 2013-2014 grant cycle is open. Grant applications are due by March 29<sup>th</sup>. This year's grant cycle allows time for staff to review grant applications before the final deadline and give feedback to the organizations in regard to the qualification of their application. Chapin stated that staff will have more to report at the February HACC meeting. Staff will also be asking HACC members to serve on the grant panel to review and rank the applications. Mason asked if Scott Palmer is eligible to apply for an HACC grant. Caravaca responded that he is eligible to apply. The City's funds have nothing to do with HACC; however, he has stated that he may choose not to apply. Oberlin asked HACC members to consider signing up to serve on the Grant Panel in February.

**IV. Old Business:**

None scheduled

**V. New Business:**

None scheduled

**VI. Other Business.**

None scheduled

**VII. Announcements and Information Items:**

- A. Hillsboro Arts & Culture Summit, February 21, 2013
- B. HACC Workshop: Grant Writing for Success: Tools & Techniques with Gigi Rosenberg, Thursday, February 7, 4 - 6 pm
- C. Thank you note from Bag & Baggage for their 2012-2013 grant
- D. Media Articles:
  - a. "Hillsboro's Michael Brown advocates for city subsidy of nonprofit theater group," *Hillsboro Argus*, January 8, 2013
  - b. "Bag & Baggage teams with puppet theater for 'The Velveteen Rabbit,'" *Oregonian*, December 4, 2012

- c. “Nuncrackers’ musical pokes good-humored fun at holidays,” *Oregonian*, November 30, 2012
- d. “Hillsboro’s Oregon Chorale builds heavenly harmony for its holiday concert,” *Hillsboro Argus*, November 27, 2012

**E. Open time for HACC member announcements**

Kuehn: Encouraged members to visit the Washington County Museum at the Civic Center to see the NASA Exhibit. He will be escorting 5<sup>th</sup> graders through the exhibit and is very excited about it.

Dauer: Asked why the Media Articles (VII.D) did not include television/radio media. She also asked how items are selected for inclusion on the agenda. Caravaca noted staff highlights what comes to staff attention. Dauer would like to see more media coverage. Chapin noted most of the items are about organizations HACC granted. If a complete list was included, it would be very long. She noted links are available on the HACC website. Chapin invited HACC to forward any articles they would like included on the agenda or website.

Kuehn: All performances of “Nuncrackers” musical were sold out. Kuehn expressed “thank you” to the Argus and Oregonian for their coverage of the Chorale concerts.

Chapin: The Local Scene will be forwarded by email to HACC.

**VIII. Meeting adjourned**

Chair Oberlin declared the meeting adjourned at approximately 5:30 PM.





## The 6<sup>th</sup> Annual Hillsboro Arts & Culture Summit

February 21, 2013 | Walters Cultural Arts Center

- 36 Organizations at 27 Tables (Last year: 32 orgs at 24 tables)
- 100+ people attended the event, including numerous community members and stakeholders. City Manager Michael Brown, Assistant City Manager Rob Dixon, and Parks & Rec Director Wayne Gross attended.
- New Organizations:  
 Helvetia Community Association  
 Hillsboro Farmers' Market  
 Jayanthi Raman Dance Company  
 Northwest Writers & Publishers Association  
 Oregon Falun Dafa Association  
 VisualsSpeak

• Survey Results: (28 surveys)  
*How satisfied were you with this event?*

Very Satisfied: 17                      Satisfied: 11

*The event was helpful to me (and/or my organization) and a valuable use of my time.*

Strongly Agree: 11                      Agree: 17

*How did you feel about the length of the event?*

Too long: 2                      Just about right: 25

- Comments or suggestions for next year?
  - Loved the photo booth! (several people)
  - Nice to talk to others in the arts
  - It's great. Photo booth + music made it fun!
  - Food was great, but hard to find opportunity to eat it as so busy!
  - Photo booth was so fun and loved the music
  - Thanks you for another great event. You're wonderful.
  - Great music and environment!
  - Look for ways to include more literary arts organizations in event
  - Get student leaders from local high schools
  - More extension cords, better lighting
  - It would be nice to have more space-felt a little crowded behind the tables



# Creative Hillsboro Project

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## Background:

HACC staff was contacted by professional photographer Rick Paulson, a retired Hillsboro resident, and a longtime friend of Julie Keefe. He expressed a desire to support HACC's work in promoting the arts, inspired by the Hello Neighbor banners. He was formerly a photographer for the Tribune, and still he sends them photos of things he thinks might interest them, but he is also willing to help with other photography needs that we may have.

## The Project:

As a part of initiatives to promote and support local arts and culture, HACC has been featuring local artists and their work on our website and Facebook. The Creative Hillsboro project will send Rick out to photograph local artists and arts organizations at work. He is making the photos available both to us and the artist to use at no cost. The portraits and information about each artist are being posted on Facebook, and we are looking ahead to possible future projects using the photos that would communicate the cultural riches of Hillsboro. This project is just getting started, and the HACC can expect future updates on its developments.

## Examples:

As his first assignment, Rick photographed new HACC Chair, Elizabeth Oberlin for her newsletter portrait. He has also photographed blacksmith Tim Gabriel in his studio and he is scheduled to photograph Anita Menon and the work of the Anjali School of Dance.





## MEMORANDUM

**To:** Hillsboro Arts & Culture Council

**From:** Maggie Chapin, Cultural Arts Program Supervisor

**Date:** February 27, 2013

**Subject:** Consider approving the formation of a selection panel for the Community Arts and Culture Grant for FY2013-2014

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### **Requested Action:**

Staff requests that the Hillsboro Arts & Culture Council consider approving the formation of a grant selection panel of three to five members to select grant recipients for the fiscal year 2013-2014.

### **Background:**

Since 2008, the Hillsboro Arts and Culture Council (HACC) has maintained a robust technical assistance program. The program includes a professional development workshop series, networking events and the Community Arts and Culture Grants Program.

As the grant cycle is scheduled to close on March 29, 2013, now is the time to consider forming a selection panel in order to choose grant recipients from the applicant pool. The selection panel will be responsible for reviewing and ranking all grant applications and for making grant recommendations to the full HACC.

Below is the proposed timeline for the Community Arts & Culture Grant selection panel.

March 29:	Grants close at 5 pm
April 16:	Panel receives grant packets for review
April 30-May 18:	Panel meets one day during these dates to rank applicants
May 22:	Staff presents grant recommendations to HACC, based on panel ranking

### **Recommendation:**

Staff recommends that the Hillsboro Arts & Culture Council consider approving the formation of a grant selection panel of three to five members to select grant recipients for the fiscal year 2013-2014.